



A N N O U N C E M E N T

WE INVITE YOU TO APPLY FOR THE FOLLOWING VACANT POSITION

Position Title : **SENIOR WATER RESOURCES FACILITIES TECHNICIAN/JG 8**
Item Nos. 136-267

Location : National Irrigation Administration Region 4-B
Mindoro Oriental-Marinduque-Romblon Irrigation Management Office
Baco – Bucayao River Irrigation System

I. Minimum Qualification Requirements:

- Education** : Highschool Graduate or completion of relevant vocational/trade course
 - Experience** : Two (2) years of relevant experience
 - Training** : Eight (8) hours of relevant training
 - Eligibility** : Water Resources Facilities Operator (CSC MC No. 10, S. 2013 , Cat II)
- II. Duties & Responsibilities:**
- Supervise proper distribution of irrigation water;
 - Supervise the cleaning and clearing of canals, embankments and other irrigation structures;
 - Assist the IAs in the investigation of complaints from water users and other irrigation related issues;
 - Compile records of planting, harvest and crop damages in service areas;
 - Facilitate the preparation and distribution of bills and ISF collections;
 - Coordinate with IA, O&M personnel/technical staff and line agencies to facilitate farmers' participation in all phases of irrigation development;
 - Supervise/monitor the work/activities of the Water Resources facilities Operator;
 - Monitor and evaluate the IA performance; prepare and submit periodic report as required;
 - Assist in the preparation and monitoring of reports relative to IMT/ISM implementation;
 - Perform other related functions.

III. Assessment Process:

1. Initial Assessment Steps
 - a. HR Pre-screening
 - b. Human Resource Merit Promotion and Selection Board (HRMPSB) screening
2. Further Assessment Steps
 - a. Work-related Written examinations
 - b. Panel interview
 - c. Other related tests, i.e., IQ Test/Personality Test, as deemed necessary

IV. Documentary Requirements:

- All interested qualified applicants shall submit the following to the Office of the Regional Irrigation Manager, Attn.: Administrative Section, NIA Regional Office IV-B, Bayanan II, Calapan City, Oriental Mindoro.
 - a. Letter of Application indicating the position applied for submission not later than the 15th working days from publication.
FEB 24 2025
 - b. Updated Personal Data Sheet with work experience sheet;
 - c. Latest Performance Rating in the present position (if applicable)
 - d. Photocopy of Eligibility/Rating/License
 - e. Photocopy of Certificates of training/seminars attended.
 - f. Photocopy of TOR
 - g. Certificates of Employment from previous and present employment (if applicable)

- ***Qualifications of applicants without supporting documents shall not be evaluated and considered.***

V. Other Relevant Information:

- Candidate/s found by the HRMPSB to have met the minimum qualification requirements (Item I) and have successfully hurdled the Assessment Process (Item III) will be certified by the HRMPSB as qualified for appointment/promotion to the subject vacancy.

Date of Posting

FEB 04 2025 **FEB 13 2025**

Date of Publication

FEB 03 2025

ENGR. ROMILIO M. CERVANTES
Regional Manager A

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SRL OF 16/2025
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